



**CITY OF LAS VEGAS**  
1700 North Grand Avenue  
Las Vegas, New Mexico 87701  
Phone: (505) 454-1401 Fax: (505) 454-8027

# PURCHASE ORDER

**PO Number:** 211432

**Date:** 03/16/2021

**Request #:** 281952

**Vendor #:** 07655

**ISSUED TO:** GARCIA TIRE BERNALILLO LLC  
135 CAMINO DON TOMAS  
BERNALILLO, NM 87004-

**SHIP TO:** City of Las Vegas  
Attn: Purchasing Department  
1700 N. Grand Avenue  
Las Vegas, NM 87701

**Vendor Fax #:**

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	SHOP SUPPLIES	2.10		610-0000-610-7408	2.10
2	2	MT 16"	14.00		620-0000-610-7408	28.00
3	6	TR600 HIGH PRESSURE VALVE STEM	2.50		610-0000-610-7408	15.00
4	2	TIRE DISPOSAL	3.00		620-0000-610-7408	6.00
5	1	TAX	6.03		610-0000-610-7408	6.03
6	2	TR600 HIGH PRESSURE VALVE STEM	2.50		620-0000-610-7408	5.00
7	2	LT235/85R16 G HERCULES	198.95		620-0000-610-7408	397.90
8	6	MT 16"	14.00		610-0000-610-7408	84.00
9	2	LT235/85R16 G HERCULES	198.95		610-0000-610-7408	397.90
10	6	TIRE DISPOSAL	3.00		610-0000-610-7408	18.00
11	1	SHOP SUPPLIES	0.70		620-0000-610-7408	0.70
12	4	LT235/85R16 14 HERCULES H 901 HWY	198.95		610-0000-610-7408	795.80
13	1	TAX	2.02		620-0000-610-7408	2.02

**DEPARTMENT ORDER**

**Approved By:**

**Date:** 3/16/2021

<b>SUBTOTAL:</b>	1,758.45
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	1,758.45

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

**Finance Dept. (505) 454-1401 FAX (505) 454-8027**

## CITY OF LAS VEGAS REQUISITION FOR PURCHASE

28/952

PURCHASE ORDER NO.:

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE:

3/15/2021

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

Dept. Order

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: \_\_\_\_\_ - \_\_\_\_\_ AWARDED: \_\_\_\_/\_\_\_\_/\_\_\_\_; CONTRACT NO.: \_\_\_\_\_

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.

☐ EXEMPT PURCHASE; Provide Section No. \_\_\_\_\_.

☐ GSA CONTRACT; GSA NO.: \_\_\_\_\_ - \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.

☐ PROFESSIONAL SERVICES; \_\_\_\_\_

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS  
PRIOR TO PROCURING GOODS AND/OR SERVICES.

☐ OTHER CITY CONTRACT: NO: \_\_\_\_\_ EXPIRES \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ EMERGENCY; \_\_\_\_\_ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Needed tires on trailer dc to Dry rat

\*IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED\*

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	4	ea	LT235/85R16 G Hercules	\$198.95	\$795.80
	4	ea	LT235/85R16-14 Hercules H-901 Hwy	\$198.95	\$795.80
	8	ea	MT 16"	\$14.00	\$112.00
	8	ea	TR600 High Pressure Valve Stem	\$2.50	\$20.00
	1	ea	Tire Disposal	\$24.00	\$24.00
	1	ea	Shop Supplies	\$2.80	\$2.80
	1	ea	Tax	\$8.05	\$8.05

VENDOR: Garcia Tire, LLC -Bernalillo

TOTAL: \$

\$1,758.45

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 38,000.00

EXPENDED TO DATE \$ 30,078.35

CURRENT EXPENSE \$ 1,758.45

BALANCE \$ 6,163.20

SIGNATURE OF PERSON REQUESTING

610-0000-610-7408 1193.70

620-0000-610-7408 397.90

FUND

DEPARTMENT

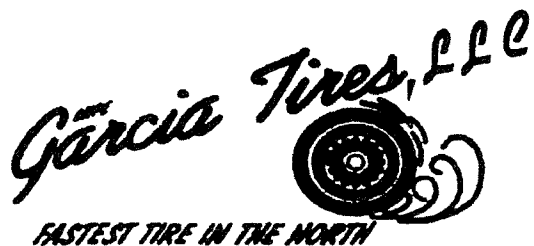
ACTIVITY

APPROVED BY: 3-16-21 BUDGET AVAILABLE YES: X NO: \_\_\_\_\_

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



INVOICE NO. **5073598**

CUSTOMER NO. **1016485**

**GARCIA TIRE BERNALILLO**  
 135 CAMINO DON TOMAS , Bernalillo, NM 87004  
 Phone :505-867-0041 Fax :505-867-0556

SOLD TO		VEHICLE	
CITY OF LAS VEGAS 1700 NORTH GRAND AVE Las Vegas, NM 87701 505-426-3315		Mileage: 0 Tag: VIN: Vehicle No:	
DATE	TERMS	P.O. NO.	SALESMAN
3/12/2021			CG

PART NO.	DESCRIPTION	MECH	QTY	PRICE	AMOUNT
91212	LT235/85R16 G HERCULES LT235/85R16-14 HERCULES H-901 HWY ALL STL MT16" MOUNT		8	198.95	1591.60
24120	TR600 HIGH PRESSURE VALVE STEM 429-7951		8	2.50	20.00

LIGHT TRUCK TIRE DISPOSAL	24.00
SHOP SUPPLIES	2.80
SALES TAX	8.05
TOTAL	1758.45
AMOUNT DUE	1758.45

*Jule Herrera*  
*JH*

AMOUNT PAID:	0.00	CHANGE DUE:	0.00
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STATE OF NEW MEXICO  
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: *City of Las Vegas*

Agency Chief Procurement Officer: *Helen Vigil*

Telephone Number: *505-454-1401*

II. Name of Contractor: *Garcia Tire Bernalillo*

Address of Contractor: *135 Camino Don Tomas  
Bernalillo, NM 87004*

Amount of prospective contract: *\$1,758.45*

Term of prospective contract: *Upon Completion*

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

***Replace all eight tires on transport trailer for safety***

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

***Was transporting a backhoe to Albuquerque for repairs, when the transport trailer got two blows out, due to tire dry rot.***

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

***More maintains precaution will be taken to minimize brake down on out of town trips***

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.


***Maintain a log on replacement and repair of tires.***

Certified by:

  
\_\_\_\_\_  
Department Director

Date: \_\_\_\_\_

Approved by:

  
\_\_\_\_\_  
Procurement Officer

Date 3/16/2021

APPROVED

  
\_\_\_\_\_  
Finance Director

Date 3-16-21



Helen Vigil &lt;hvigil@lasvegasnm.gov&gt;

**(no subject)**

1 message

Irene Archuleta &lt;irenea@lasvegasnm.gov&gt;

Tue, Mar 16, 2021 at 9:47 AM

To: Helen Vigil &lt;hvigil@lasvegasnm.gov&gt;

Helen,

Please change emergency requisition to Garcia's Tire Bernalillo line item as follows: (Transport trailer belongs to WW and should be responsible for 6 replacement tires.)

**620-7408    610-7408**

\$397.90    \$1,193.70

\$28.00    \$84.00

\$5.00    \$15.00

\$6.00    \$18.00

\$0.70    \$2.10

\$2.02    \$6.06

\$439.62    \$1,318.86

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*Thank you, Have a great day!**Irene Archuleta, Accounts/Supervisor**City of Las Vegas Utilities Department**905 12th Street**Las Vegas NM 87701**505-454-1401 - Office**505-454-1632 - Fax**irenea@lasvegasnm.gov*

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